

**City of San Diego Commission for Arts and Culture
Organizational Support Program**

CITY TOT AND EXPENSE STATEMENT

INSTRUCTIONS

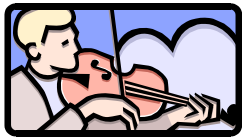
PURPOSE:

The City TOT and Expense Statement documents your organization's actual expenditure of TOT funds compared to your overall expenditures and the proposed use of TOT funds as outlined in Exhibit A of your Agreement. The City TOT and Expense Statement is one of four financial reporting documents you are required to submit with your final performance report.

If you are required to submit audited financial statements, the City TOT and Expense Statement must be prepared by your CPA and included in the final audit.

INSTRUCTIONS:

1. Please put this statement on your organization's letterhead stationary.
2. All information should relate to the City's fiscal year, which runs from July 1 to June 30.
3. In the *Budgeted* column, copy the information from your Agreement's Exhibit A *Budgeted* column. (Hint: This column refers to your organization's whole budget, not just your TOT funds.)
4. In the *Actual* column, provide your organization's actual total expenditures for each of these categories. (Hint: Your total for this column should be the same as the total expenses shown on your Statement of Activities.)
5. In the *TOT Funds* column, provide the total amount you received for each of these categories from your quarterly request for payment forms. (Hint: Unless you received approval for a change in your line item allocations from the Commission, these numbers should be the same as the TOT Funds column on your Exhibit A.)
6. A sample is provided to show you how to format the statement. Your numbers will be different from those shown.



Hometown Music Association

1234 Flugelhorn Way, Suite 789
San Diego, CA 92101

(619) 555-1212

Fax: (619) 555-1213

CITY TOT AND EXPENSE STATEMENT

Fiscal Year: July 1, 2004 to June 30, 2005

	BUDGETED	ACTUAL	TOT FUNDS
EXPENSE CLASSIFICATION			
Personnel Expenses			
Artistic	\$45,640	\$56,784	\$9,550
Administrative	12,800	13,950	8,458
Technical Production	6,460	5,380	1,500
Total Personnel Expenses	<u>\$64,900</u>	<u>\$76,114</u>	<u>\$19,508</u>
Operating Expenses			
Facility	\$14,875	\$14,875	\$2,000
Marketing	8,500	9,275	1,800
Production/Exhibition	\$15,000	\$17,878	10,000
Other	0	0	0
Total Operating Expenses	<u>\$38,375</u>	<u>\$42,028</u>	<u>\$13,800</u>
TOTAL EXPENSES	<u>\$103,275</u>	<u>\$118,142</u>	<u>\$33,308*</u>

* Note: If the TOT funds were greater than \$35,000, the CPA providing audited financial statements would have created this statement.